

Local Emergency Planning Committee Fact Sheet



What is the LEPC's purpose?

- To provide information to the public about hazardous chemicals in the community
- To form partnerships with local communities, governments, responders and industries to enhance hazardous materials preparedness and to coordinate hazardous material planning and preparedness at the local level
- To develop and maintain a written community level hazardous materials emergency response plan

IERC Policy Handbook

provides guidance to LEPCs and is available at

www.in.gov/dhs/files/IERC_Handbook.pdf

Information on LEPCs & IERC

available at www.in.gov/dhs/2362.htm

Whom do I contact?

About SARA Title III compliance:

Krystal Hackney
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About LEPC Compliance:

Charlie Heflin
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About the HMEP grant:

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Hazmat Grants & Training Coordinator
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LEPC REQUIREMENTS

LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at www.in.gov/dhs/3793.htm.

1. Legal Notice

Due January 31

- **Legal notice must be published** in local newspaper stating the following:
 - That the LEPC plan and facility material safety data sheets and EPCRA chemical reports have been submitted, and that follow-up emergency notices may be issued
 - Where the public may view the above plan, MSDSs, chemical reports, and emergency notices
- **Verification of publishing** of all above information via newspaper clipping or legal affidavit from news media must be uploaded to online reporting system

2. Fiscal Report

Due March 1

- **Prior year expenditures** must be itemized/entered into online system
- **Official county auditor's report** must be uploaded to online system

3. Roster

Due March 1

- **Roster must be updated** to reflect current membership (minimum 12) and entered into online system

4. Bylaws

Due March 1

- **Bylaws must be approved** by vote at a meeting with a quorum (>50% of members), signed/dated, and uploaded to online reporting system

5. Meetings & Minutes

- **Dates/locations/times** of current year meetings must be entered into online system **by January 31** (changes must be updated in online system ≥ 2 weeks before meeting)
- **Four meetings must be held** each year (minimum); at least 2 meetings on separate days every 6 months
- **A quorum must be present** at all meetings (>50% of members)
- **Sign-in sheets** for meetings must be printed from Meeting Minutes module in online reporting system
- **Minutes and sign-in sheets due 2 months after each meeting** or after next meeting if not within 2 months (due date may be extended to March 1 of following year only for Nov/Dec meetings)
- **Minutes must be approved** by vote at next meeting with quorum (>50%), signed/dated, uploaded to online system with sign-in sheets
- **Meetings must follow Open Door Law** (IC 5-14-1.5): Meeting notice must be posted at principal LEPC office ≥ 48 hrs (excl weekends/legal holidays) in advance; prior to the meeting, agenda must be posted at entrance to location of the meeting

6. Plan/Updates

Due October 17

- **Plan must be reviewed/updated** by LEPC annually (at minimum)
- **Must include** required annual updates and incorporate reviewer comments on prior submission
- **Plan/updates must be approved** by vote at a meeting with a quorum (>50% of members), signed/dated, and uploaded to online system

7. Exercise

- **Exercise proposal due 30 days before exercise** (must be entered into online reporting system)
- **Exercise report due 30 days after exercise (by Dec 31 for Dec exercises)** (must be entered into online system)